

**MINUTES OF A REGULAR MEETING OF THE
COMMUNITY SERVICES COMMISSION**

1. CALL TO ORDER

The Torrance Community Services Commission convened in a regular session at 7:11 p.m. on Thursday, July 27, 2006 in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL / MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Gilbert, Hicks, Numark*, Orpe, and
Chairperson Ning.

Absent: Commissioners Adams and Hazell.

Also Present: Senior Recreation Supervisor Kelso.

*Commissioner Numark arrived at 7:15 p.m.

MOTION: Commissioner Gilbert moved to grant an excused absence to Commissioner Adams for the July 27, 2006 Community Services Commission meeting. Commissioner Orpe seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Hazell and Numark).

3. FLAG SALUTE

Commissioner Hicks led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Gilbert, seconded by Commissioner Hicks, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval (absent Commissioners Adams, Hazell, and Numark).

5. APPROVAL OF MINUTES: JUNE 22, 2006

MOTION: Commissioner Gilbert moved for the approval of the June 22, 2006 Community Services Commission meeting minutes as submitted. The motion was seconded by Commissioner Hicks and passed by unanimous voice vote approval (absent Commissioners Adams, Hazell, and Numark).

Chairperson Ning welcomed guest Linda England who stated that she was visiting all Commissions to see which one she wants to get involved with.

Commissioner Numark arrived at 7:15 p.m.

6. APPROVAL OF COMMUNITY SERVICES ANNUAL REPORT

MOTION: Commissioner Hicks moved for the approval of the Torrance Community Services Commission Annual Report for July 2005-June 2006 as submitted. Commissioner Gilbert seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Adams and Hazell).

7. REVIEW OF GRANT APPLICATION

Responding to Commissioner Numark's inquiry, Chairperson Ning explained that grant applicants needed to be either based in Torrance or benefit citizens of Torrance, noting that in the past the Commission has favored non-profit agencies that benefit Torrance citizens.

Commissioner Numark discussed his outreach efforts to make as many non-profit agencies aware of the grant program as possible. He stated that a database at the University of San Francisco found more than 1,000 501 (c) (3) organizations in the South Bay and suggested that the list be purchased for \$250. He noted that the Center for Non-Profit Management referred him to the institute and that revenues of the non-profit agencies based on Internal Revenue Service data would be provided.

Senior Recreation Supervisor Kelso advised that funds were available in the Community Services Commission budget to cover the purchase of the list as well as additional mailing costs. He offered to provide information regarding the Commission budget to the next Commission meeting and noted that there were currently approximately 130 on the mailing list.

Commissioner Orpe pointed out that it would be difficult to interview a sizable increase in the number of grant applicants.

Discussion centered on the realistic number of applicants that might actually apply for grants, expanding the mailing list for free from other sources such as the Rainbow Resources Directory, additional staff time requirements, filtering the list to target social service agencies, amending the grant application to make interviews optional, and limiting interviews from 15 minutes to 5-10 minutes.

Chairperson Ning suggested a compromise of determining the expansion of possible beneficiaries that the Commission would like to see and directing staff to accomplish the increase of target applications.

MOTION: Commissioner Hicks moved to expend up to \$300 from the Community Services Commission budget for staff to use at its discretion to increase the current mailing list of non-profit social service agencies by 30 to 50%. Commissioner Gilbert seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Adams and Hazell).

Commissioners noted minor typographical errors on the grant application.

Senior Recreation Supervisor Kelso reported that applications would be mailed out in early August 2006 and were also available on the City website and advertised in the newspaper. He noted that the flier regarding the August 21, 2006 Social Services Advisory Committee meeting would be included in the mailing. He offered to provide copies of the flier as well as the expanded mailing list to Commissioners.

Commissioner Numark expressed concern that there would not be sufficient notification about the Social Services Advisory Committee meeting.

Following a brief discussion, it was decided to not change the date or time of the scheduled August 21, 2006 meeting.

8. STANDING COMMITTEES

8A. SOCIAL SERVICES ADVISORY COMMITTEE

Meeting: August 21, 2006 at 12:00 noon.

Topic: Community Services Commission Grant for Non-Profit Social Services Agency Seminar:

Commissioners Numark, Hicks, and Orpe.

Commissioner Orpe offered his assistance at the meeting but cautioned that grant writing was not his forte.

Commissioner Numark, chairperson of the Social Services Advisory Committee, suggested that Commissioner Orpe provide input on "commonly made mistakes" on the application form. He requested that staff put the grant application on a disk for a slide show presentation.

Chairperson Ning suggested that the Committee prepare a "Frequently Asked Questions" sheet for distribution and also to provide lunch at the meeting.

9. GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICES AGENCIES

9A. 2005 FINANCIAL AND NARRATIVE REPORTS TO CITY COUNCIL JULY 25, 2006

Senior Recreation Supervisor Kelso reported that the 2005 Financial and Narrative Reports were approved by City Council on July 25, 2006 on the Consent Calendar.

10. DISCUSSION OF COMMUNITY SERVICES COMMISSION ACTIVITIES

Chairperson Ning requested that the item be deferred to the August Commission meeting.

MOTION: Commissioner Hicks moved to defer discussion of Community Services Commission activities to the August 24, 2006 Community Services Commission meeting. Commissioner Gilbert seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Adams and Hazell).

11. YOUTH COUNCIL ACTIVITIES

11A. COMMISSIONERS' REPORTS

No report.

11B. YOUTH COUNCIL REPORT

No report.

11C. COMMISSIONERS' ASSIGNMENTS

None.

12. ORALS / ANNOUNCEMENTS

12A. Linda England, 222nd Street, stated that in her experience commissions usually set qualification guidelines and that the applicants should follow the rules. She suggested that the Commission contact other Torrance organizations that offer grants for their guidance.

Commissioner Orpe stated that in his experience the Community Services Commission has been very sympathetic to grant applicants.

12B. Commissioners congratulated Chairperson Ning on his leadership at his first meeting as Chairperson and thanked Ms. England for attending this meeting.

12C. Commissioner Gilbert announced the Torrance Historical Society Home Tour on October 14-15, 2006.

12D. Commissioner Orpe expressed concern about the number of Commissioner absences.

Chairperson Ning directed staff to provide a recap of absences at Commission meetings.

12E. Commissioner Hicks emphasized the importance for a public agency to provide grant funding to as many sources and potential awardees as possible.

12F. Commissioner Numark expressed appreciation for the Commission's vigorous debate tonight to best achieve its mission.

12G. Senior Recreation Supervisor Kelso distributed a flier regarding the October 21, 2006 Harvest Health Fair, noting that the times have changed from 8:30 a.m. to 12:00 p.m.

12H. Senior Recreation Supervisor Kelso shared information about the Disaster Council meeting he attended in June and suggested that the Vial of Life program be provided at the Harvest Health Fair.

13. ADJOURNMENT

MOTION: At 8:25 p.m., Commissioner Numark moved to adjourn the meeting to Thursday, August 24, 2006 at 7:00 p.m. at the West Annex meeting room. The motion was seconded by Commissioner Gilbert and, hearing no objection, Chairperson Ning so ordered.

Approved as Submitted August 24, 2006 s/ Sue Herbers, City Clerk
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